WOODINVILLE HIGH SCHOOL
REQUEST FOR NON-FUNDRAISING ACTIVITY/EVENT
(Ex: Women of Influence, Smashgiving, Cultural Events, etc.)

Club Name:____________________________ Title of Activity/Event:____________________________

Club Representative’s Name/Email:________________________________________________________

Beginning date:____________________________ Ending date:____________________________

On-or Off-Campus (List all locations)*:____________________________________________________

*A WHS Room Request Form must be submitted to the Main Office to determine availability for any
activities/events that will take place on the WHS campus.

Was WHS Room Request Form submitted and approved? Yes (  ) No (  )

Time of Activity/Event:____________________________________________________________________

Provide a description of your plan/other details (continue on back, if necessary):
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Funding Source (what items need to be purchased and what budgets will cover expenses and/or who will provide
donations to cover expenses):________________________________________________________________
____________________________________________________________________________________

If items are brought to the building to support the event, where should the individual take the items?________
____________________________________________________________________________________

By signing below, club advisor and student representative(s) understand:
1) Advertising the Activity/Event (flyers, social media, etc.) must NOT take place until the Activity/Event has been
approved.
2) Once approved, flyers are submitted to and stamped by Activities Director Kurt Melton prior to them being
posted in the building or on social media.
3) Once the activity is approved and the flyer has been approved, advertise on the TV Screens, in the Daily
Bulletin, and/or E-News from the Principal by sending the information by email to whsoffice@nsd.org (club
advisor must be cc’d in the email).
4) Advisor must request/order tables and/or chairs for the activity/event from the Support Services Warehouse
and/or contact Custodian Rod Miller in person or by email at rmiller@nsd.org, if needed (tables and chairs are
not to be removed from ASB Room 101 or the College & Career Center).

PRIME ADVISOR (MR. MELTON) or PRINCIPAL/PRINCIPAL DESIGNEE SIGNATURE:
__________________________________________ Date________________ Approved (  ) Disapproved (  )

CLUB ADVISOR SIGNATURE:
__________________________________________ Date________________ Approved (  ) Disapproved (  )

STUDENT CLUB REPRESENTATIVE SIGNATURE:
__________________________________________ Date________________ Approved (  ) Disapproved (  )

WHS Request for Non-Fundraising Activity 12-30-19 ds